



POLICE RECORDS ASSISTANT

Are you interested in being part of a dynamic City where you can truly make an impact? Do you enjoy working in a team-based, fast-paced environment? Can you use your superior organizational skills to process and maintain a variety of confidential records and files? Then, the Police Department's Records Division may be the place for you!



**First Review of Applications:
March 19, 2015**

Interested candidates are encouraged to apply immediately

ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

THE POSITION

The Police Records Assistant is an integral member of the Police Records Unit. Under the general supervision of a Police Records Supervisor, the Assistant performs a wide variety of general police clerical work in the handling of police records and information.

The incumbent will data enter law enforcement records, staff the front counter at the Police Department, and receive non-emergency calls.

EXAMPLES OF DUTIES

- Staff the front counter at the Police Department and assist the public, law-enforcement officers and others with relevant police business.
- Provide information to visitors, outside agencies, and staff at the front counter that requires the use of judgment and the interpretation of policies, rules and procedures.
- Receive non-emergency calls from citizens.
- Distribute mail and teletypes to appropriate staff.
- Code, verify, enter and retrieve law enforcement data in local, City, State and Federal law enforcement automated systems according to specified procedures and regulations.
- Enter data and verify property and firearms.
- Sort and organize citations and other police documents.
- Maintain records and files of citations; scan, index and verify records for digital imaging.
- Receive money at counter and issues receipts for copies of accident and other reports; provides general public information at the counter.
- Receive restraining orders from court and attorneys, interpret order, and maintain related database.
- Code and enter data from police records and reports.
- Provide clerical support for assigned special projects.
- Receive money and issue receipts.
- Ensure confidentiality of information is maintained according to applicable laws, rules, regulations and administrative orders.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Prepare periodic statistical reports at the direction of the supervisor.
- Other duties as assigned.

CANDIDATE PROFILE

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge and skills would be: High school diploma or equivalent. General clerical work experience, especially in a police department setting, is highly desirable.

A valid Class C California Driver's License is required at time of appointment. The incumbent must be able to work weekends and holidays as needed.

The ideal candidate will:

- Possess knowledge of: computers and various computer software; database principles and applications; correct English language usage, including spelling, grammar and punctuation.
- Have the ability to: learn police records activities; learn applicable laws, rules, and regulations relating to law enforcement records; learn law enforcement codes and terminology; sit at a desk for long periods of time; intermittently twist and reach office equipment; enter and verify data with a high degree of accuracy; write and use keyboard to communicate through written means; run errands; lift or carry light to moderately heavy items; review documents related to department operations; observe, identify and problem solve office operations and procedures; learn to interpret and explain department policies and procedures; recognize and correct input errors; maintain the confidentiality of information as prescribed by law; organize, prioritize and coordinate work activities; work independently and effectively with others in a team environment; multi-task; type at a speed necessary for successful job performance; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing.





Tentative Recruitment Schedule

First Review of Applications: March 19, 2015
Oral Board Interviews: March 31, 2015
Polygraph Examination: April 2015
Background Investigation: April 2015
Medical Evaluation: May 2015

COMPENSATION & BENEFITS

The annual salary is \$44,866 - \$54,559 depending on qualifications. Current benefit features include:

CalPERS Retirement Benefit*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$1,521 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a Fremont Association of City Employees (FACE) represented position with a probationary period of six (6) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#)

The process may include individual and/or panel interviews, written exercise, polygraph examination, comprehensive background investigation, medical evaluation and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

HUMAN RESOURCES DEPARTMENT
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538
Phone: (510) 494-4660



POLICE RECORDS ASSISTANT - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Police Records Assistant position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Police Records Assistant position. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have performing general clerical duties (e.g. maintaining and organizing records, fast and accurate data entry, front counter responsibilities)?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 year or more
2. How many years of professional experience do you have performing general clerical duties as a member of a law enforcement agency?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years or more
3. What is your highest level of education?
 - ☐ Did not complete high school or equivalent
 - ☐ High school diploma or equivalent
 - ☐ Some college
 - ☐ AA degree
 - ☐ Bachelor's degree or higher